



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Guide I, Historical Monument	549-671-2794-011
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Capital	Guide I	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Interpretation & Education	1315 10 th Street	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Guide II, Historical Monument (Supervisor)
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the direction of the Guide II, Historical Monument (Supervisor), the Guide I, Historical Monument, is primarily responsible for guiding tours, providing visitor services, setting up and monitoring special events, and other duties as needed. The primary reporting location is the State Capitol Museum located in the California State Capitol at 1315 10th Street in Sacramento, California, and will also work at the Leland Stanford Mansion State Historic Parks (SHP). This position will work 40 hours a week, which may include weekends.		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40%	<u>INTERPRETATION</u> Give walking tours of the California State Capitol, interpreting the many aspects of the Capitol, including California State Government (history, current issues, citizen participation, and legislative process), the State Capitol building (history, art, and architecture), Capitol Park (flora and fauna), and other related topics. Provide interpretation in the historic museum rooms, museum exhibit rooms, and at the Leland Stanford Mansion.	
25%	<u>INFORMATION SERVICES</u> Assist visitors at the Information Desk, School Registration Desk, and the tour desk at the Leland Stanford Mansion as assigned. Answer questions, and provide literature, information, and directions. Describe and offer museum services, sign visitors up for public tours, check in school groups, answer phones, and keep track of tour statistics.	
15%	<u>SPECIAL ASSIGNMENTS AND TRAINING</u> Prepare tours, complete interpretive projects, perform research, attend in and out-service training, and attend meetings as assigned. Participate in improvement teams. Prepare written assignments and interpretive presentation outlines.	
15%	<u>SECURITY</u> Function as the rover on the floors as assigned. Provide security response for all Museum rooms by responding to room alarms and acting as backup for other Guides in the exhibit rooms or on tour. Monitor special events at either museum site as needed.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	

5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
Ability to maintain neat personal appearance; tact; poise; willingness to work on Saturdays, Sundays, and holidays on an assigned shift; ability to sit, stand, and walk for long periods of time.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Occasional travel may be required. Possession of a valid driver's license is required when operating a state-owned or leased vehicle.		
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT:		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE